



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: FAMILY VISITING
MEALS**

Number:

98/08

Date Issued:

APRIL 22, 1998

Cancelled Effective:

The purpose of this Administrative Bulletin (AB) is to announce changes to California Department of Corrections' (CDC) policy regarding the food requirements of the Family Visiting Program (FVP).

Effective immediately, visitors participating in the FVP at all CDC institutions who visit where family visiting units are located inside an institution's security area will no longer be permitted to supply food for the visit unless the visitor is on a medically prescribed diet. Inmates participating in these FVPs shall be required to purchase all food for the visitor and themselves with funds from their trust accounts. Inmates eligible to participate in the FVP and scheduled for a family visit shall order all food for the visit from their respective institution's current family visiting menu.

Funds for Family Visiting Meals

In order to be exempt from restitution and/or fines, funds sent to an inmate by a family member specifically designated to cover the cost of expenses for a family visit must be accompanied by a completed, signed CDC Form 1839, Exemption of Family Visit/Temporary Community Leave Funds From Restitution Fines/Orders.

FVP Food Menu

Each institution shall establish and maintain a FVP menu. Each institution's FVP menu shall provide a balanced variety of nutritional food selections and shall include the following:

- Minimum of five, maximum of ten, breakfast entrees.
- Minimum of five, maximum of ten, lunch entrees.
- Minimum of five, maximum of ten, dinner entrees.
- Beverages, including bottled water.
- Fresh Fruits.
- Clearly specified low fat and low sodium food selections.
- A variety of vegetarian entree selections.
- Maximum of ten miscellaneous items (desserts and snacks).

Prices for all menu items shall be included on all FVP order forms.



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Visitors with infants may provide the following items:

- Powdered or bottled formula in vendor sealed containers.
- Baby food in vendor sealed containers.

Medically Prescribed Diets

In order to supply medically prescribed food for a family visit, the visitor must provide a notarized physician's statement to the family visiting coordinator prior to the visit. The physician's statement must include a description of what the diet consists of and why the diet must be continued during the visit.

- Food must be vendor purchased and vendor sealed with all seals intact (meats cannot be packaged in butcher paper).
- All items must have recognizable labels.
- Vegetables or fruits can be either fresh or frozen (must be whole).
- Home-prepared food items are not allowed.
- No ice cream allowed.

FVP Food Order Procedure

Inmates must submit a completed FVP menu form together with a CDC Form 193, Trust Account Withdrawal Order authorizing a charge to the inmate's trust account to each institution's designated staff member at least three weeks prior to the visit.

Two weeks prior to the visit, a copy of the CDC Form 193 shall be delivered to the trust office by the family visiting coordinator. The trust office will check the inmate's trust account for funds received and accompanied by a completed, signed CDC Form 1839. If sufficient funds are available, the trust office will place a hold on the trust account for the amount of the food order. If the inmate does not have sufficient funds in the trust account, the CDC Form 193 shall be returned to the family visiting coordinator. The family visiting coordinator shall notify the inmate that the scheduled visit has been canceled due to insufficient funds.



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If funds are received by the trust office accompanied by a completed, signed CDC Form 1839, the funds shall be processed in accordance with California Code of Regulations, Title 15, Section 3097.

Provision of Food Order

At the beginning of the family visit, the family visiting coordinator shall facilitate the delivery of food orders to the visiting units.

If the inmate is being supplied a nourishment bag and/or food supplements ordered by an institution physician or dentist, the inmate shall be provided with the prescribed dietary additions during the visit.

Any unopened factory sealed food items not consumed during the visit may be removed from the institution by the visitor.

Unclaimed Food Items/Reimbursement Procedure

If a family visit is canceled after the purchase of a food order, the inmate may request reimbursement to his/her trust account for the amount of the food order. Such reimbursement is subject to the provisions of Department Operations Manual (DOM) Section 54100, Inmate/Parolee Appeals and applicable Board of Control rules.

Reimbursement of trust account funds shall be limited to family visit cancellations due to institutional actions such as:

- Suspension of the FVP due to institutional emergency.
- A disciplinary hearing finding of not guilty after a charge of misconduct which restricted family visiting privileges.

If the family visit is canceled and the inmate has been charged for the food, the institution shall allow person(s) designated by the inmate to claim the food within 72 hours of the cancellation. The final disposition of food remaining unclaimed after 72 hours shall be the responsibility of the institution.



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Please inform all concerned persons of the contents of this AB, which shall remain in effect until incorporated into DOM Section 54020. Direct any inquiries regarding this bulletin to William B. Anderson, Chief, Institution Services Unit, at (916) 322-8874 or CALNET 492-8874.

TERESA ROCHA
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